

Integral Solutions

University of Maine



COS 397 | Capstone I

User Interface Design Document

Digital Program of Study Approval System

Client: Doctor Harlan Onsrud

Team Members:

Vincent King | Peter Riehl | Mac Creamer
Liam Blair | Aaron Wilde

Professor:

Terry Yoo

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Version 1

Digital Program of Study Approval System

User Interface Design Document

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1. Introduction

To bridge the gap between expectations and reality, we, Integral Solutions, have drafted up some initial models of what our web interface should look like. Upon the signature of Professor Onsrud, the User Interface Design Document (UIDD) will be used as the reference going forward for us [Integral Solutions] to develop the site and code upon.

1.1 Purpose of This Document

The document has a dual purpose. Firstly it serves as a contract between Integral Solutions, and our client, Professor Harlan Onsrud. Additionally, this document outlines the user interface design of our product, whose name is Digital Program of Study Approval System (POSAS). The user interface design includes descriptions of our user interface standards, a walkthrough of the design as a whole, details of the necessary data validation, and an example of what an Approved Program of Study (APOS) will look like upon being sent to the Graduate Coordinator. Due to this project intending to be largely a “proof of concept” for the idea, the intended readership should be for both our client and for the high-ranking academic staff at the University of Maine, with the former being prioritized to ensure absolute clarity for agility's sake.

1.2 References

1. “UMaine Graduate Student Program of Study Creation and Approval System” Proposal
 - Author: Doctor Harlan Onsrud
 - Date: September 2021
2. “UMaine Graduate Student Program of Study Creation and Approval System” SRS
 - Author: Integral Solutions
 - Date: October 2021
3. “UMaine Graduate Student Program of Study Creation and Approval System” SDD
 - Author: Integral Solutions
 - Date: November 2021

2. User Interface Standards

This section gives the reader an overview of the product design standards. It showcases various common elements throughout the site such as menus, buttons, navigation panels, as well as the general appearance of any given screen. Examples of interface elements can be seen in the following sections.

2.1 Menus, prompts, and general layouts

The image shows two separate user interface components. On the left, a 'Login Information' box contains fields for 'Email' and 'Password' with a 'Sign In' button below them. Below the button are links for 'Forgot password?' and 'Need to create an account?'. On the right, a 'Current and Prospective Students' box contains descriptive text about the university's student programs and a contact note for the graduate coordinator.

Figure 2.1.1. An example of what an average menu or prompt would look like, it contains the same general layout with minor differences. The general elements above are discussed in later subsections.

The image shows two side-by-side text input fields. The left 'Create Account' field includes fields for 'Email' and 'Password', with a note below stating password requirements: 'Password must contain the following: - At least 9 Characters - At least 1 Capital Letter - At least 1 Non-Alphanumeric Character'. The right 'Account Information Setup' field includes fields for 'First Name*', 'Last Name*', 'Phone Number' (+1(123)456-7890), 'Street*', 'City*', 'State/Territory*', 'Zip/Postal Code*', and 'Country*'. A note in the center of the right field says: 'Please give your current address, if it changes during your time using this service, you can go into account settings to change it.'

Figure 2.1.2. An example of a couple average text input fields. The general elements contained within these are discussed in later subsections.

The image shows a single 'Creation Success!' notification box. It contains a message for the student: '(TEXT FOR STUDENT) Please check your email account to verify your account. Once you've done this, you will receive a prompt saying successful verification! You can then log in after.' At the bottom is a 'Return' button.

Figure 2.1.3. Example of a notification for a given element above. The general elements contained within these are discussed in later subsections.

Programs of Study (POS)				
Type	Started	Submitted	Status	Action
Master's Computational Science	12/1/2021	N/A	In Progress	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>
Ph.D. Data Science	11/1/2021	11/14/2021	Approved	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>
Graduate Credential Cybersecurity	11/18/2021	12/1/2021	Awaiting Review	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>

[Create New POS !\[\]\(3005db07d7ee45cc8e0733b0c57ea82c_img.jpg\)](#)

Figure 2.1.4. Example of what a student sees in their POS menu field. The general elements contained within these are discussed in later subsections.

Create a New Programs of Study (POS)

Please select a form: Doctoral Candidate Form Master's and C.A.S. or Ed.S. Candidate Form Graduate Certificate Form

[Return to Home](#) [Continue](#)

Figure 2.1.5. The creation of a new program of study involves the usage of this options box.

Create a New Programs of Study (POS)

Additional Comments

If there is any additional information or comments that you would like to leave for those reviewing your POS, please place them below.

Comments go here...

[Return to Previous](#) [Save](#) [Save and Finish](#) [Save and Submit](#)

Figure 2.1.6. Example of a larger form prompt field for a user to input information.

2.2 Buttons



Figure 2.2.1. Example of a general button. All actionable buttons follow the same color format and look.



Figure 2.2.2. Some buttons that are actionable look like this. The only difference is the icon next to it to signify something important.



Figure 2.2.3. An example of a non-actionable button, all of which follow the same color format and look.



Figure 2.2.4. An element of the header at the top of the screen. It's intent is to provide users a means to get back to their home screen that contains the full display of their POS's.

2.3 Choice Fields

Street*

Figure 2.3.1. Example of an Input Field. The asterisk indicates this field is required in a given form.

Password

Figure 2.3.2. Example of an input field that is present outside of a given form. This is used for things such as login information, where an asterisk would be redundant.

Please select a form:

Doctoral Candidate Form Master's and C.A.S. or Ed.S. Candidate Form Graduate Certificate Form

Figure 2.3.3. Example of a field that requires input that the user cannot freely input on. Radio buttons are used that redirect the user to various instances of the site.

2.4 Information Displays

You will now be taken back to the landing page where you will be prompted to log in with your new password. This is for security purposes.

Figure 2.4.1. Example of how text may be presented to the user to ensure clarity of reading amidst all backgrounds of all colors.

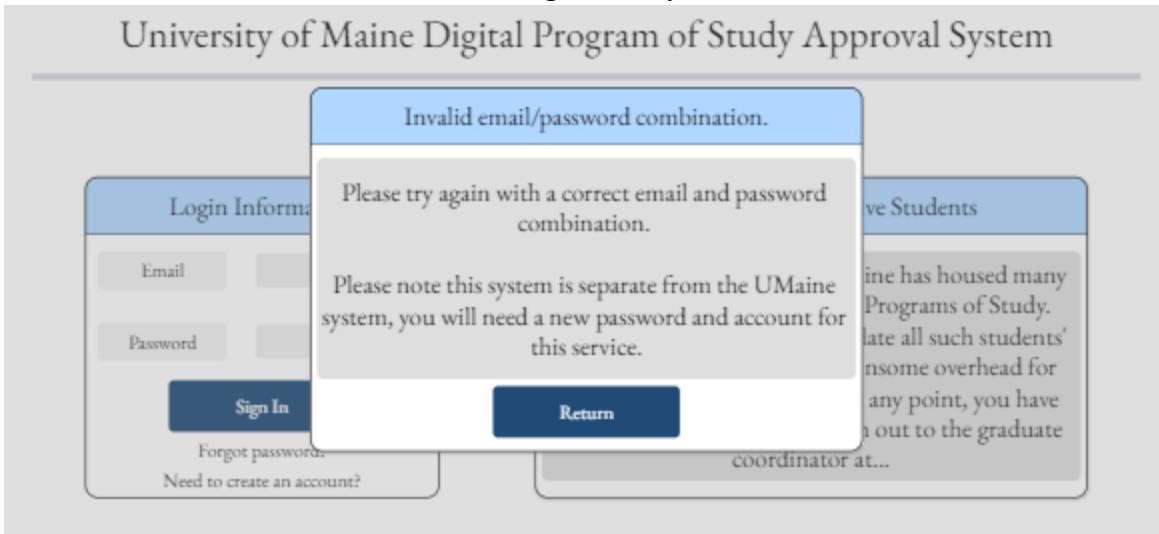


Figure 2.4.2. Presentation of text in the event of an error message or some notification that pops up on the screen that requires the user's complete attention.

Prior Comments

Here you can see any comments from your Committee Members, and they can see your comments as well. If you would like to add another comment, please do so at the bottom of the comment chain.

"Comment #1" - Name of Committee Member, Date of Comment

"Comment #2" - Name of Committee Member, Date of Comment

Figure 2.4.3. Presentation of multiple text fields in the same general area, should the need arise to separate such text fields.

2.5 Headers and Footers

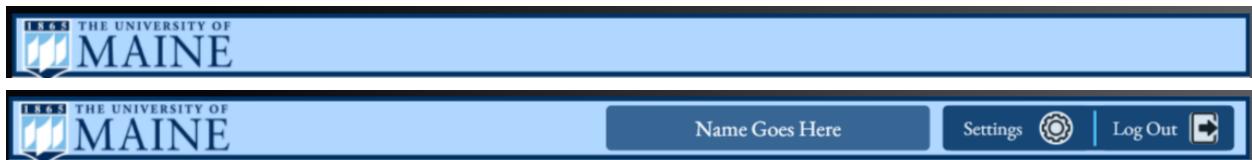


Figure 2.5.1 and 2.5.2. Frozen at the top of every page is the header that exists in one of two states, the first is when a user is not logged in, and the second is when the user is logged in.

University of Maine Digital Program of Study Approval System

Figure 2.5.3. At the top of each page, below the uppermost header, there is a title that just states the program's name. This is not frozen and can be scrolled out of the user's viewport.

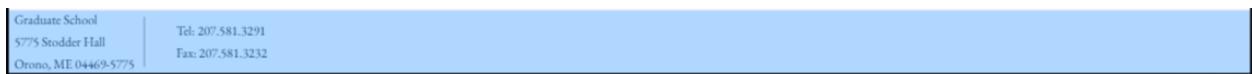


Figure 2.5.4. The footer that is present on every page. This may not be within the user's vision initially, but can be in their vision if they scroll down.

3. User Interface Walkthrough

This section provides a visual representation of how the website will be presented to a user logging in and having a few separate POS already made up, as well as them making another new POS. It will include a navigation diagram which illustrates how the user will navigate through the website from screen to screen. It will also include a series of visuals and descriptions which will represent system screens. The system screens and their respective descriptions shown in this section are designed to assist the reader in understanding the layout of the website and how UI elements interact with other elements and screens.

This section only covers the primary walkthrough outlined above. For a full and comprehensive list of all screens, please refer to Appendix D.

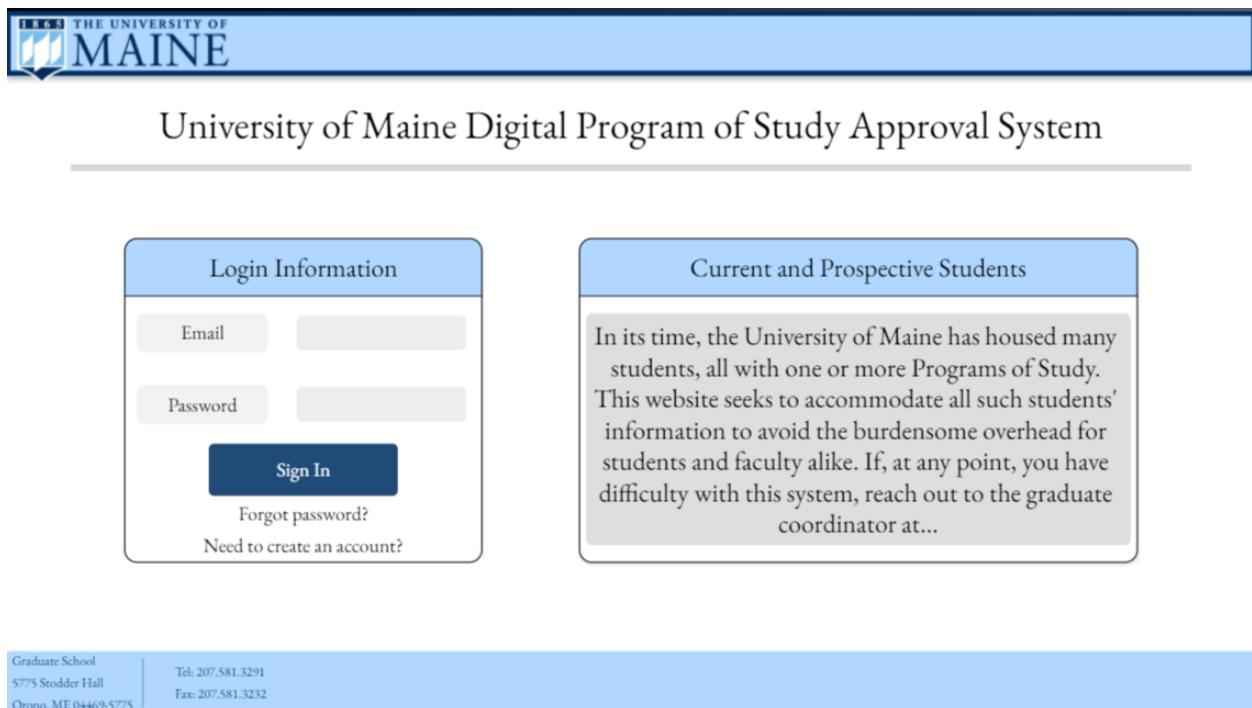


Figure 3.1. The very first screen that the user will see upon loading the website. It displays a helpful blurb for information and a login panel.

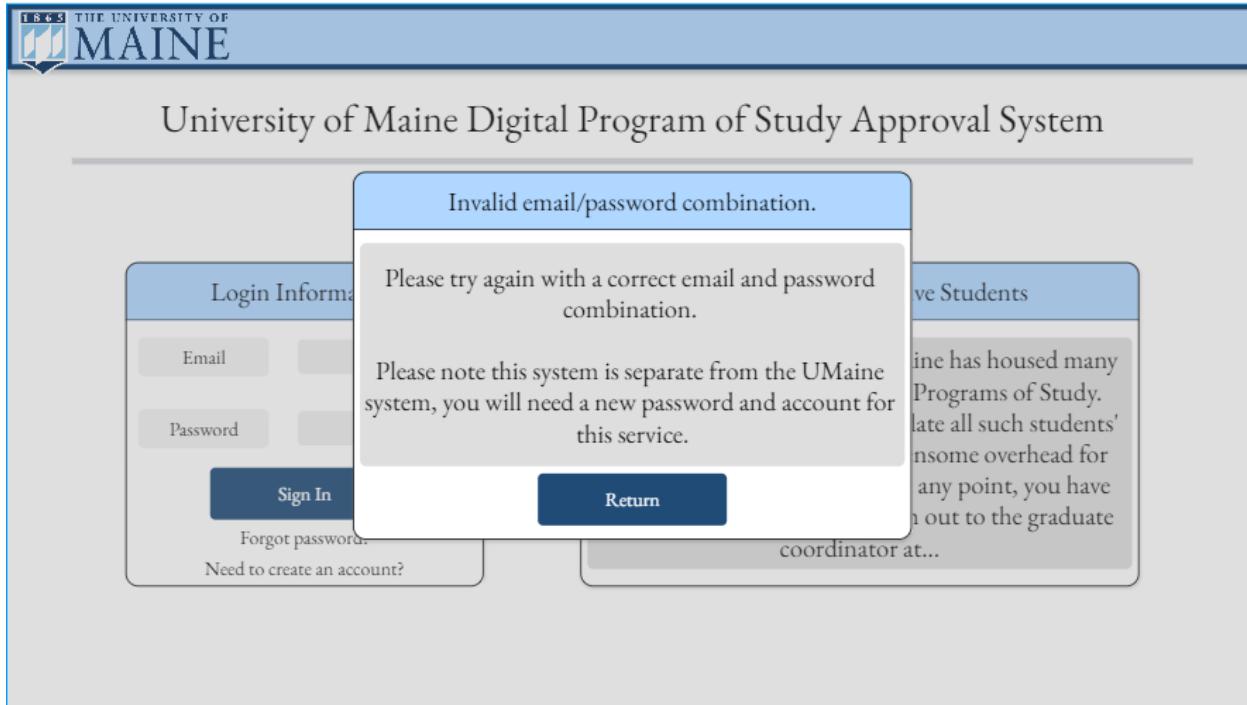


Figure 3.2. The user attempts to log in, but they provide incorrect login information.

The screenshot shows the University of Maine Digital Program of Study Approval System after a successful login. The top navigation bar includes the UMaine logo, a placeholder for "Name Goes Here", "Settings" with a gear icon, "Log Out", and a "Create New POS" button with a pencil icon. The main title "University of Maine Digital Program of Study Approval System" is centered above a table titled "Programs of Study (POS)". The table has columns for "Type", "Started", "Submitted", "Status", and "Action". It lists three entries:

Type	Started	Submitted	Status	Action
Master's Computational Science	12/1/2021	N/A	In Progress	Review Edit Send Reminders
Ph.D. Data Science	11/1/2021	11/14/2021	Approved	Review Edit Send Reminders
Graduate Credential Cybersecurity	11/18/2021	12/1/2021	Awaiting Review	Review Edit Send Reminders

Figure 3.3. The user logs in with correct information, and is taken to a page that contains their three separate POS's. (THESE ARE PLACEHOLDER TYPES, SUBJECTS MAY VARY)
(Alternate version for employees available in Appendix D)

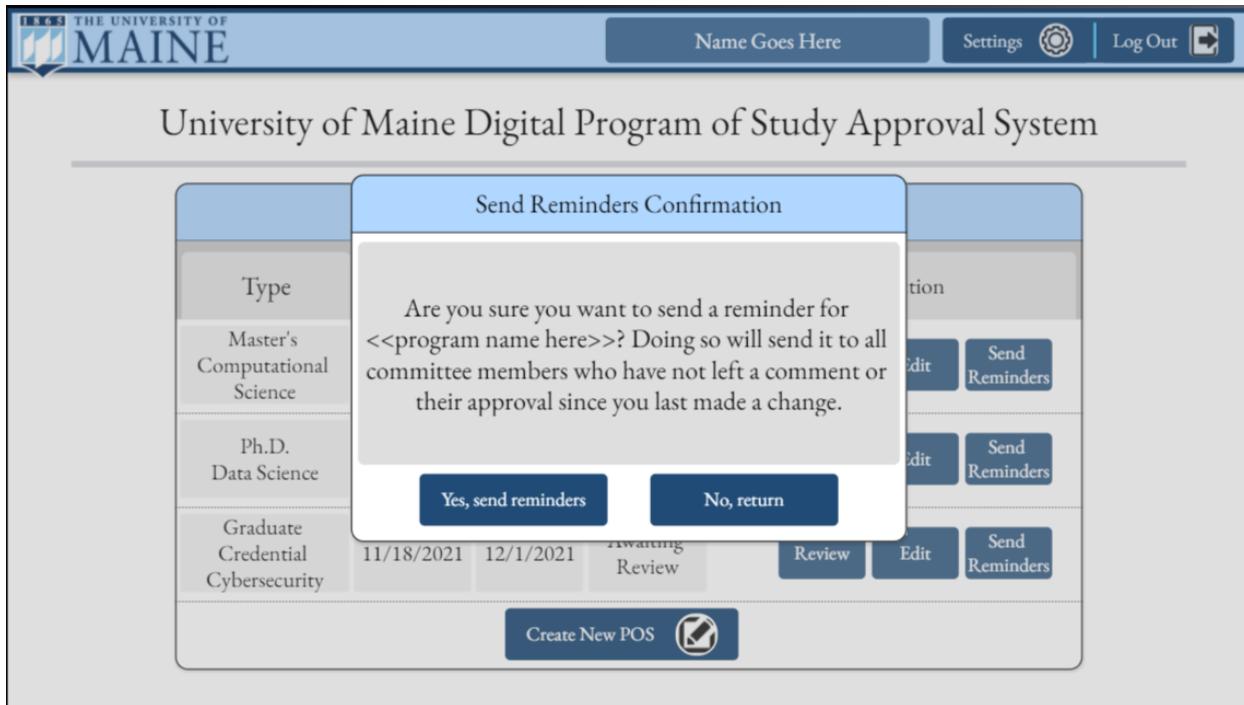


Figure 3.4. The user decides that they want to remind the graduate coordinator and chair of the cybersecurity credential, and decides to send out a reminder.



Figure 3.5. The user clicks on the ‘Create New POS’ button and is taken to this screen. Here, they select the Doctoral Candidate Form and are taken to the appropriate form.



University of Maine Digital Program of Study Approval System

Create a New Programs of Study (POS) - Doctoral Candidate Form

Degree Sought: Ph.D. Ed.D. Field of Study: Today's Date: Date of Today:

Institutional Unit Requirements (Specify language and/or skill requirements and comprehensive examinations):

Responsible Conduct for Research Requirement Met: Yes No N/A Course Taken:

Human/Animal Subjects Review Committee Approval: Yes No N/A

Dissertation Topic:

Statement of the scope and proposed plan of treatment for the dissertation:

Advisory Committee

Position	Name	Email
Chair*	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 1	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 2	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 3	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 4	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Graduate Coordinator*	<input type="text" value="Name"/>	<input type="text" value="Email"/>

[Return to Previous](#) [Save](#) [Continue](#)

Figure 3.6. The doctoral form is presented to the user. Here, they have the ability to manually save their information and insert all relevant fields. (NOT ALL FIELDS SHOW AS REQUIRED, THIS IS A MINOR HICCUP AT THE MOMENT BUT WILL BE FIXED IN THE FINAL VERSION)

University of Maine Digital Program of Study Approval System

Create a New Programs of Study (POS) - Non-Grad Certificate Course Work

Course Work

List in chronological order all courses that fulfill the requirement for the degree attempting. This includes prerequisites and courses to be transferred in from another institution. Please be advised: only 400 level and above courses can be used toward a degree. When listing prerequisite or audit courses - enter 0 (zero) in the "Course Credits" field.

Course Type	Institution	Course Number	Course Title	Grade	Course Credits	Semester	Year
<Blank>	UMaine	INT 699	INT 699	A	3	Fall	2021
Add Another Row Remove Last Row							
UMaine Credits: #		Transfer Credits: #		Total Credits: #			
Return to Previous		Save		Continue			

Figure 3.7. Once the user has entered all their previously needed information for the prior page, they click on the “Continue” button and are then brought here. This is the page that contains any and all relevant information to their coursework that they may need or have previously had.

The user is then finally brought to this screen where they may add any comments that they would like regarding their POS. They then have a few separate options, the first of which (as with the other "Return to Previous" buttons) will take the user to the previous page. The next allows the user to manually save the page. The third allows them to save the page and return to their home POS pages, and the final button will submit their POS for approval.

4. Data Validation

This section includes a full description of all data items which can be entered into the system by the user. Many of these data types and their associated variables can be found in the SDD document. The full description of data items includes their data type, its limits, and its allowable format(s)

For reading assistance a list of all GUI pages is below.

- Login page
- Forgot Password GUI
- Reset Password Page
- Account Management Page
- Create Account Page
- Email Verification Page
- Account Creation Success Page
- All POS Page
- Create New Program of Study Page
- Masters POS Page
- PhD POS Page
- Grad Cert POS Page

Variable Name	Type	Allowable Format	Limits	Associated GUI's
Email	Varchar	[Name]’@[’[Domain]	100 chars	1. Login Page 2. Forgot Pass 3. Reset Pass 4. Create Account 5. Account MGNT 6. Email Verification 7. Account Creation 8. Account Creation Success
Name	Varchar	Any string is acceptable.	None	1. Create Account 2. Account Creation Success
Password	Varchar	Any string is acceptable. Password must include 1 capital letter, 1 lower case letter, and one special character.	None	1. Login 2. Reset Pass 3. Create Account
Phone Number	Integer	[Area Code]-[Exchange Code]-[Subscriber Code]	10 digits	1. Create Account 2. Account MGNT 3. Account Creation Success
Street	Varchar	Any string is acceptable.	None	1. Create Account 2. Account MGNT 3. Account Creation Success
City	Varchar	Any string is acceptable.	None	1. Create Account 2. Account MGNT 3. Account Creation Success
Zip Code	Integer	[Area code] - [Extension]	10 digits	1. Create Account 2. Account MGNT 3. Account Creation Success
State	Varchar	Any string is acceptable.	11 chars	1. Create Account

				2. Account MGNT 3. Account Creation Success
Course ID	Integer	Any integer is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Course Type	Varchar	Any string is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Course Institution	Varchar	Any string is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Course Title	Varchar	Any string is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Course Grade	Varchar	[Letter Grade] [Suffix]	2 chars	1. Masters POS 2. PhD POS 3. Grad POS
Course Credits	Integer	Any integer is acceptable. Must not exceed the value 5.	None	1. Masters POS 2. PhD POS 3. Grad POS
Course Semester	Varchar	The following strings are acceptable: "Summer", "Winter", "Fall", "Spring".	6 chars	1. Masters POS 2. PhD POS 3. Grad POS
Course Year	Integer	Any integer is acceptable. Must be exactly 4 digits long	4 digits	1. Masters POS 2. PhD POS 3. Grad POS
Total Credits	Integer	Any integer is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Umaine Credits	Integer	Any integer is acceptable.	None	1. Masters POS 2. PhD POS 3. Grad POS
Transfer Credits	Integer	Any integer is acceptable.	None	1. Masters POS 2. PhD POS

				3. Grad POS
Institutional Requirements	Text	Any text is acceptable. No error checking. This is a free cell in which the user can enter any amount of information.	None	1. Masters POS 2. PhD POS 3. Grad POS
Dissertation Topic	Text	Any text is acceptable. No error checking. This is a free cell in which the user can enter any amount of information.	None	1. Masters POS 2. PhD POS 3. Grad POS
Dissertation Plan	Text	Any text is acceptable. No error checking. This is a free cell in which the user can enter any amount of information.	None	1. Masters POS 2. PhD POS 3. Grad POS
Comment Body	Text	Any text is acceptable. No error checking. This is a free cell in which the user can enter any amount of information.	None	1. Masters POS 2. PhD POS 3. Grad POS
Comment Name	Varchar	Any string is acceptable. May include spaces.	200 chars	1. Masters POS 2. PhD POS 3. Grad POS

5. Report Formats

This section covers the POS hard copies which will be generated by the system once the user prompts the system to create a PDF of their POS form. Our website will generate the PDF and send the PDF to the user's computer in the form of a PDF. It will download with the following name: POS_Master for master, POS_PhD for PhD, and POS_Cert for certificates.

The following is the generated PDF for a Masters:



1865 THE UNIVERSITY OF

5775 Stodder Hall, Room 42
Telephone: 207.581.3221
Web: umaine.edu/graduateOrono, Maine 04469-5775
Fax: 207.581.3232
Email: graduate@maine.edu[Print Form](#)

Program of Study for the Master's or Certificate Degree

This program of study must be submitted to the Graduate School before completion of twelve credit hours or by the third registration, whichever comes first. Completion of all work indicated on this program of study is a prerequisite for conferring the degree. Any changes to the course work listed on this program of study should be submitted to the Graduate School on the "Change in Program of Study" form.

Please type or print clearly

Date received by Graduate School

Name _____
(First Last) _____ ID # _____
7 digit Student ID

Email _____ Phone _____

Current mailing address _____

Degree sought Master's Certificate of Advanced Study Field of study _____

Concentration (if applicable) _____ Thesis Non-Thesis

Date _____ Student's Signature _____

Advisory Committee (please type or print) _____ Signatures (electronic signatures accepted) _____

Chair	_____
_____	_____
_____	_____
_____	_____
Graduate Coordinator (Required)	_____

Program Requirements: _____

Responsible Conduct for Research Requirement Met: YES NO N/A Course Taken: _____

Human/Animal Subjects Review Committee Approval: YES NO N/A

Thesis topic: _____

Statement of the scope and proposed plan of treatment for the thesis: _____

Requests for all committee changes should be sent via email from current advisor to Debbi Clements at debbi.clements@maine.edu.

Name _____

ID #

Course Work

List in chronological order all courses that fulfill the requirement for the degree attempting. This includes prerequisites and courses to be transferred in from another institution. Please be advised: only 400 level and above courses can be used toward a degree. When listing prerequisite or audit courses - enter 0 (zero) in the "Course Credits" field.

UMaine credits:

Transfer credits:

Total number of credits:

Revised 4/2016

Figure 5.1.1. Empty Created PDF document for Masters'.

The following is the PDF form created by the PhD Degree.



5775 Stodder Hall, Room 42
Telephone: 207.581.3221
Web: umaine.edu/graduate

Orono, Maine 04469-5775
Fax: 207.581.3232
Email: graduate@maine.edu

[Print Form](#)

Program of Study and Research for the Doctoral Degree

This program of study must be submitted to the Graduate School before the end of the first year of study for students holding a master's degree. Those holding only a baccalaureate degree must file this form by completion of 12 credit hours or by the third registration, whichever comes first. Completion of all work indicated on this program of study is a prerequisite for conferring the degree. Any changes to the course work listed on this program of study should be submitted to the Graduate School on the "Change in Program of Study" form. Please retain a copy for yourself.

Please type or print clearly

Date received by Graduate School

Name _____
(First Last) _____ ID # _____
7 digit Student ID

Email _____ Phone _____

Current mailing address _____

Degree sought Ph.D. Ed.D. Field of study _____

Concentration (if applicable) _____
Required for I.Ph.D. programs

Date _____ Student's Signature _____

Advisory Committee (please type or print)

Signatures (electronic signatures accepted)

Chair	
Graduate Coordinator (Required)	

Institutional Unit Requirements (specify language and/or skill requirements and comprehensive examinations):

Responsible Conduct for Research Requirement Met: YES NO N/A Course Taken: _____

Human/Animal Subjects Review Committee Approval: YES NO N/A

Dissertation topic:

Statement of the scope and proposed plan of treatment for the dissertation:

Requests for all committee changes should be sent via email from current advisor to Debbi Clements at debbi.clements@maine.edu.

Name _____

ID #

Course Work

List in chronological order all courses that fulfill the requirement for the degree attempting. This includes prerequisites and courses to be transferred in from another institution. Please be advised: only 400 level and above courses can be used toward a degree. When listing prerequisite or audit courses - enter 0 (zero) in the "Course Credits" field.

UMaine credits:

Transfer credits:

Total number of credits:

Revised 4/2016

Figure 5.1.2. Empty Created PDF document for PhD's.



5775 Stodder Hall, Room 42
Telephone: 207.581.3221
Web: umaine.edu/graduate

Orono, Maine 04469-5775
Fax: 207.581.3232
Email: graduate@maine.edu

Submit Form

Program of Study for the Graduate Certificate

This program of study must be submitted to the Graduate School before completion of twelve credit hours or by the third registration, whichever comes first. Completion of all work indicated on this program of study is a prerequisite for conferring the certificate.

Date received by Graduate School

Please type or print clearly

Name _____

(First, Last)

ID #

7 digit Student ID

Email

Phone

Current mailing address

Graduate Certificate in

Date

Student's Signature

Advisory Committee (please type or print)

Signatures

Chair

Certificate Coordinator (Required)

Course Work

List in chronological order all courses that fulfill the requirement for the certificate attempting.

Total number of credits:

Revised 8/14

Figure 5.1.3. Empty Created PDF document for Graduate Certificates.

Appendix A – Agreement Between Customer and Contractor

By signing this document, the customer and development team agree to the user interface design laid out above.

In the case of changes to the document, the customer will be informed of the changes via email. These changes would have to be approved by the customer before they are made. Meetings may be scheduled in order to discuss any proposed changes to the document. By signing this document, both parties agree to use said procedure in the event of changes to the document.

By signing below, the customer and development team agree to the above. Additionally, the customer may write any comments or concerns they may have in the space below.

Customer Comments:

Customer Signature: _____

Development Team Signatures:

Appendix B – Team Review Sign-off

By signing below, both parties confirm that they have reviewed the contents of this document. Additionally, both parties will confirm that they have agreed on the document's content and format.

Team Member Comments:

1. _____

2. _____

3. _____

4. _____

5. _____

Customer Name: _____

Customer Signature: _____

Date of Signature: _____

Team Names:

Team Signatures:

Date of Signatures:

Appendix C – Document Contributions

Peter Riehl - 40%

- Section 3 - Intros
- Section 4
- Section 5

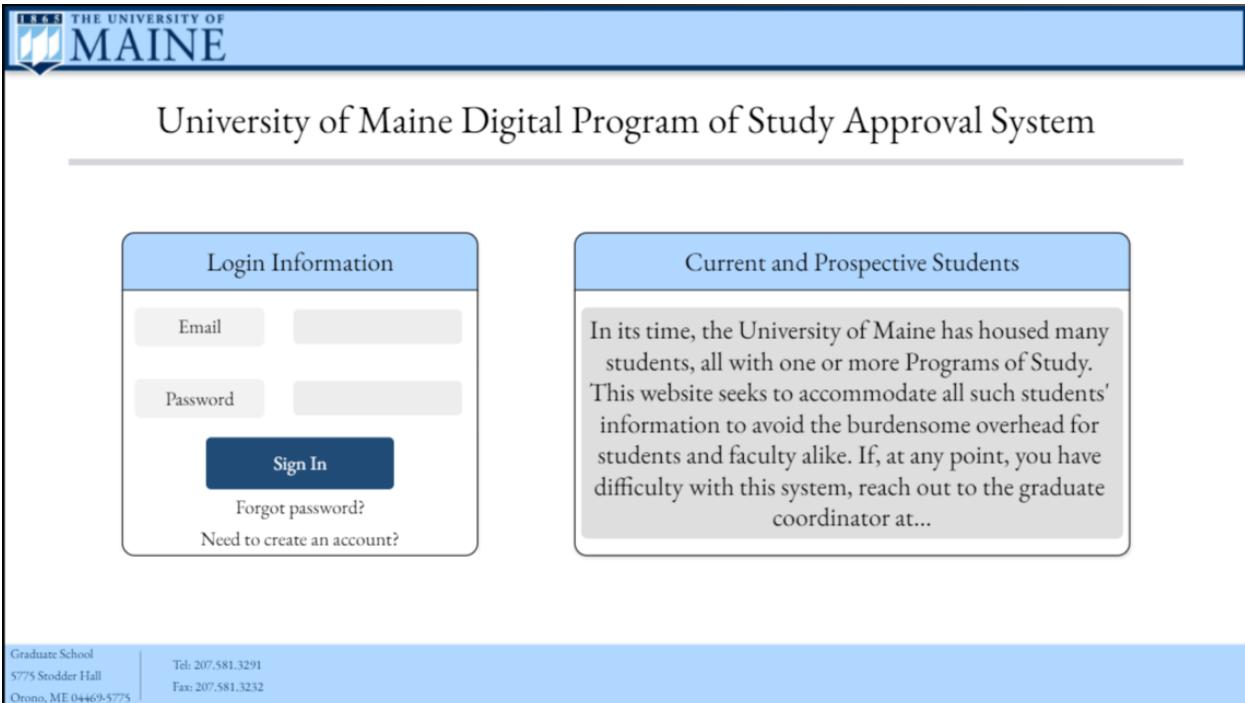
Mac Creamer - 60%

- Section 1
- Section 2
- Section 3

Members not listed

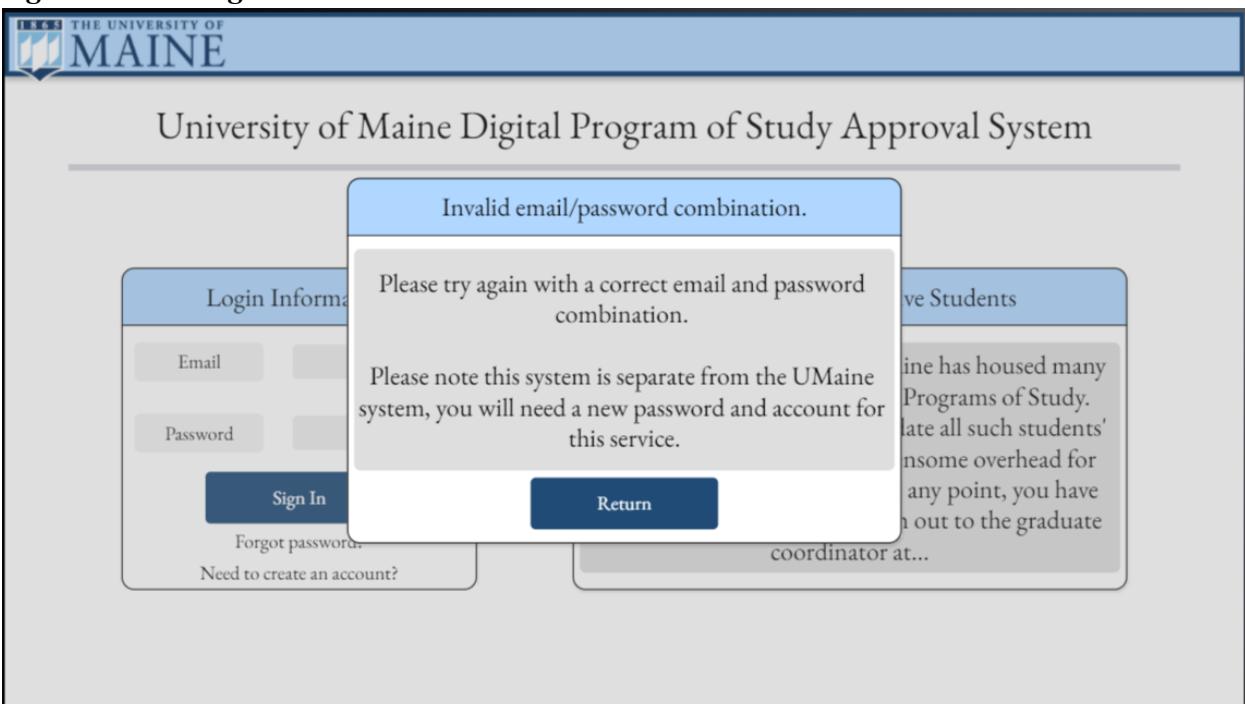
- All have agreed to put in a greater proportional effort on the CDRD to compensate

Appendix D – Comprehensive Mockup List



The screenshot shows the University of Maine Digital Program of Study Approval System. At the top left is the University of Maine logo. Below it, the page title is "University of Maine Digital Program of Study Approval System". On the left, there is a "Login Information" form with fields for "Email" and "Password", and a "Sign In" button. Below the form are links for "Forgot password?" and "Need to create an account?". To the right, there is a box titled "Current and Prospective Students" containing text about the purpose of the website. At the bottom left, there is contact information for the Graduate School: "Graduate School", "5775 Strodder Hall", "Orono, ME 04469-5775", "Tel: 207.581.3291", and "Fax: 207.581.3232".

Figure D.1.1 - Login Screen



This screenshot is similar to Figure D.1.1, showing the University of Maine Digital Program of Study Approval System. It includes the logo, title, login form, and student information box. A modal dialog box is overlaid on the screen, displaying an error message: "Invalid email/password combination." Below this, a larger text area says: "Please try again with a correct email and password combination. Please note this system is separate from the UMaine system, you will need a new password and account for this service." At the bottom of this dialog are "Return" and "Close" buttons. The background "Current and Prospective Students" box is partially visible.

Figure D.1.2 - Login Screen w/ Error Message

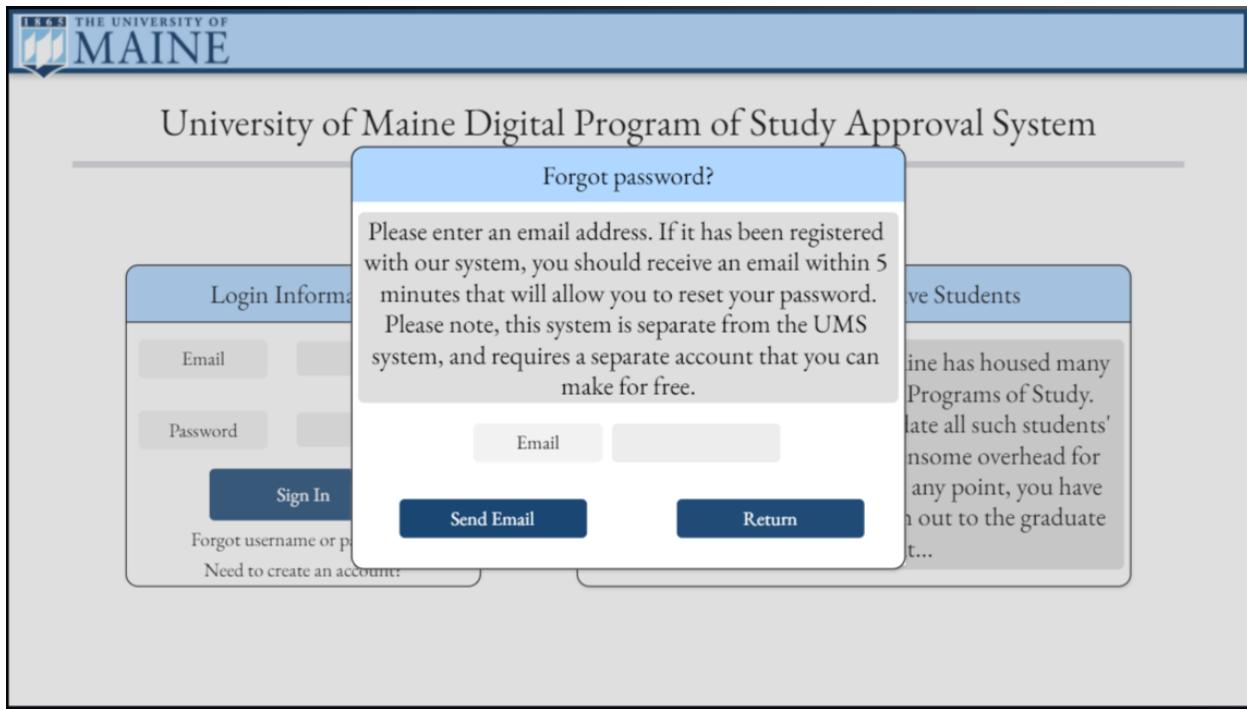


Figure D.1.3 - Login Screen for user to give their email for their forgotten password

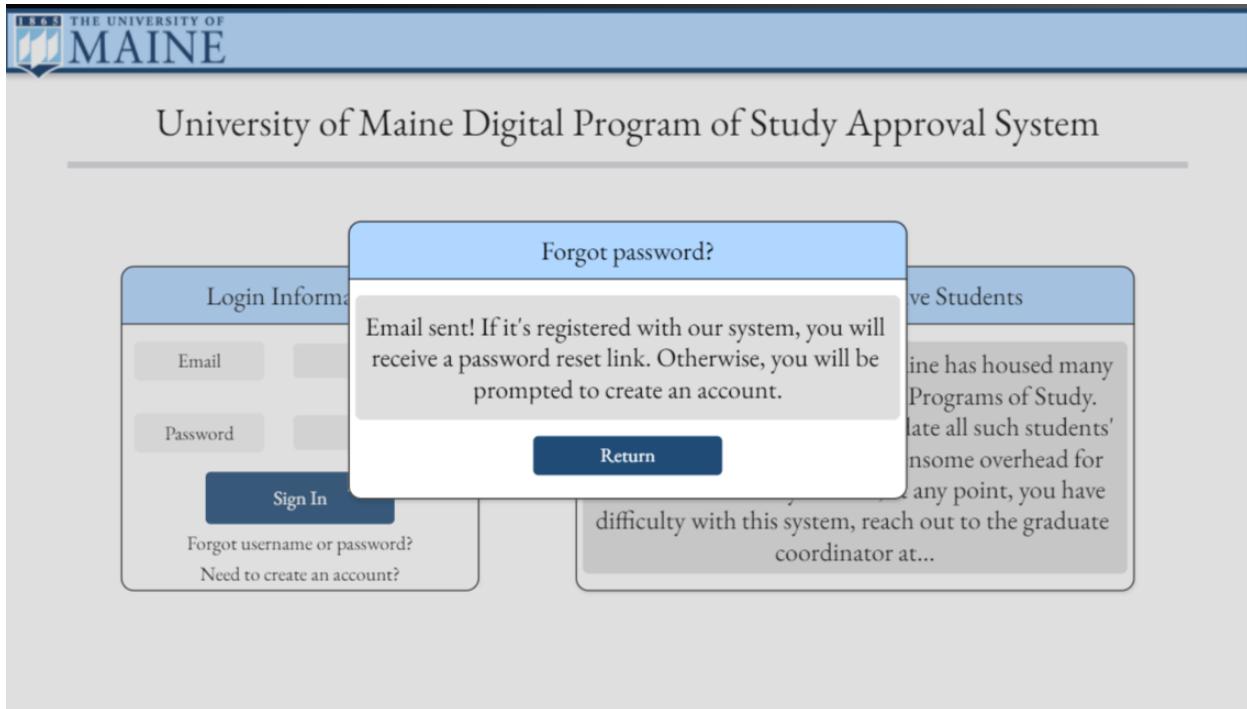


Figure D.1.4 - Login Screen with sent email confirmation for forgotten password.

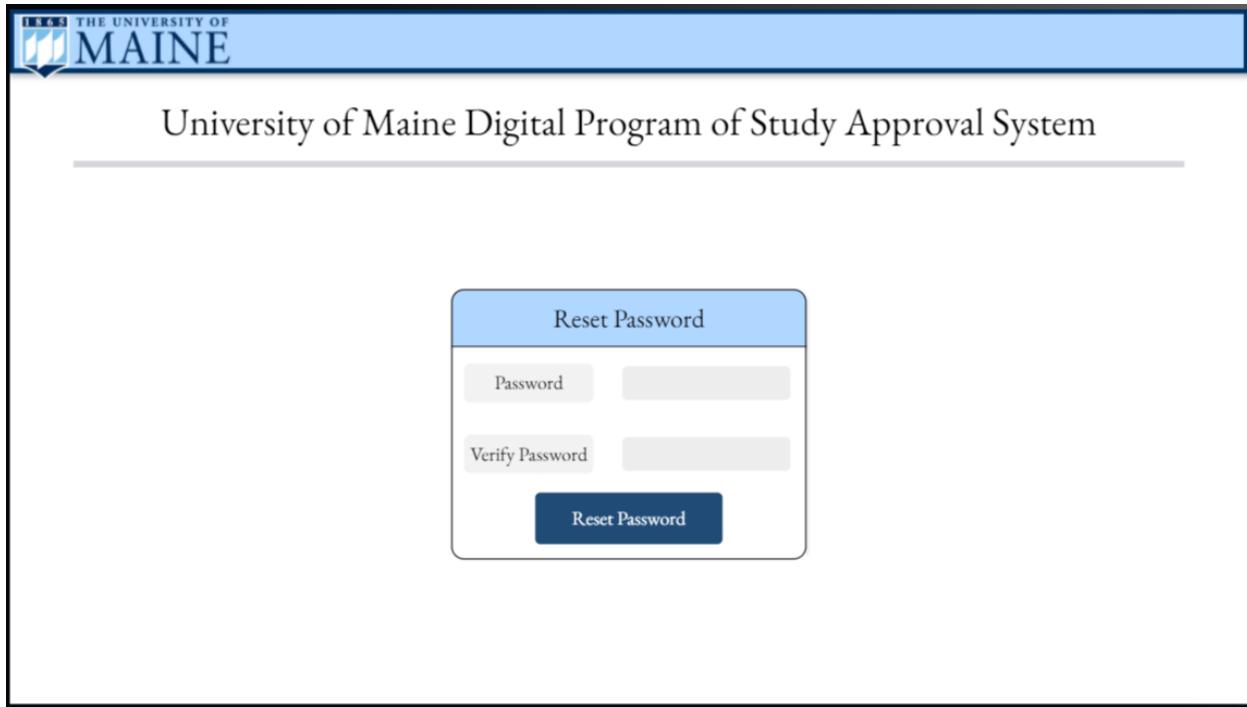


Figure D.2.1 - Password Reset Screen

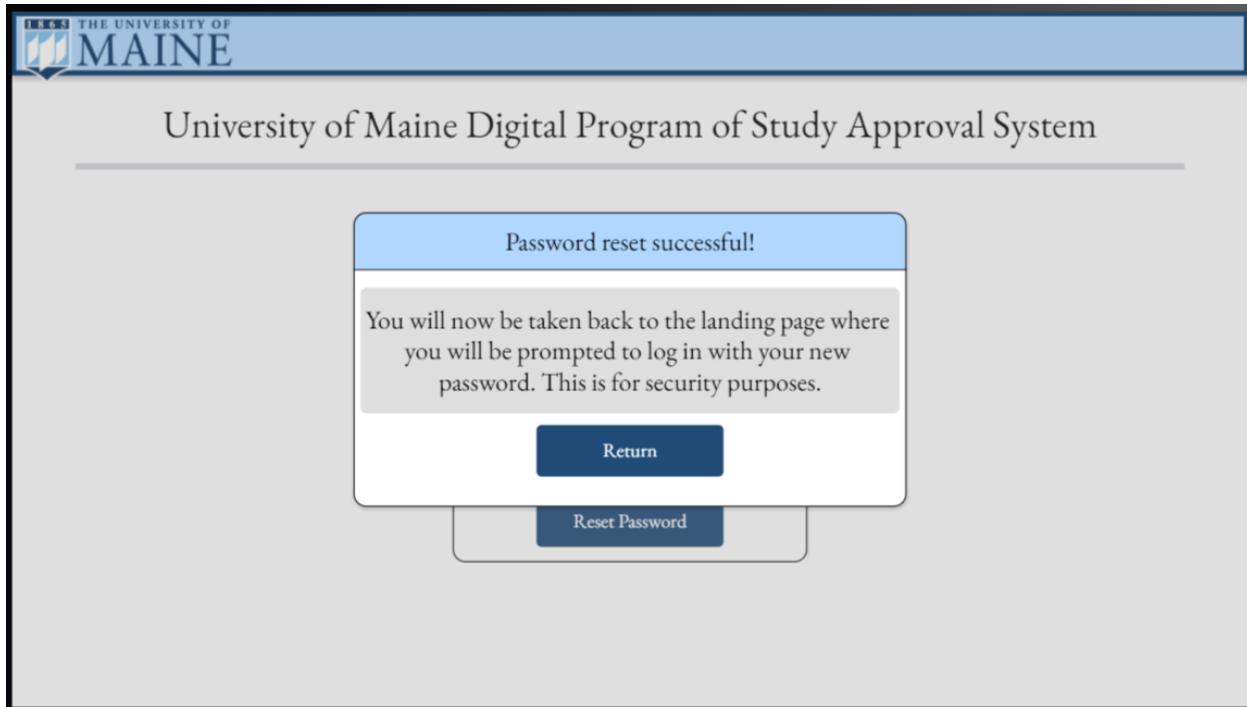


Figure D.2.2 - Password Reset Screen w/ Confirmation of reset

The screenshot shows the 'Create Account' screen of the University of Maine Digital Program of Study Approval System. At the top, the University of Maine logo is visible. Below it, the page title is 'University of Maine Digital Program of Study Approval System'. The main form is divided into two sections: 'Create Account' on the left and 'Account Information Setup' on the right.

Create Account Section:

- Email*
- Password*
- Verify Password*

Below the password fields, there is a note: "Password must contain the following:
- At least 9 Characters
- At least 1 Capital Letter
- At least 1 Non-Alphanumeric Character".

Account Information Setup Section:

- First Name*
- Last Name*
- Phone Number +1(123)456-7890
- Street*
- City*
- State/Territory*
- Zip/Postal Code*
- Country*

A central note in the account information section reads: "Please give your current address, if it changes during your time using this service, you can go into account settings to change it."

At the bottom center of the form is a blue 'Create Account' button.

Figure D.3.1.1 - Account Creation Screen

This screenshot shows the 'Create Account' screen for employees, which is triggered when an employee's email is registered in the database and entered into the email field. The layout is identical to Figure D.3.1.1, with the 'Create Account' and 'Account Information Setup' sections and their respective fields.

Create Account Section:

- Email*
- Password*
- Verify Password*
- Employee ID*

Account Information Setup Section:

- First Name*
- Last Name*
- Phone Number +1(123)456-7890
- Street*
- City*
- State/Territory*
- Zip/Postal Code*
- Country*

A central note in the account information section reads: "Please give your current address, if it changes during your time using this service, you can go into account settings to change it."

At the bottom center of the form is a blue 'Create Account' button.

Figure D.3.1.2 - Account Creation Screen (Employee Version - Triggered if employee email is registered in the database and is put in the email field)

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The screenshot shows a 'Create Account' form with fields for Email, Password, Verify Password, and Employee ID. A large error message box is displayed, containing two separate validation errors: one for the Email field and one for the Password field. Both errors instruct the user to try again with a valid field in a specific format. A 'Return' button is located at the bottom of the error box.

Create Account

Email

Password

Verify Password

Employee ID

Create Account

Invalid <<fields>>

Invalid <<field1>>, please try again with a valid field in the form of <<example1>>.

Invalid <<field2>>, please try again with a valid field in the form of <<example2>>.

Return

Current and Prospective Students

In its time, the University of Maine has housed many students, all with one or more Programs of Study. This website seeks to accommodate all such students' information to avoid the burdensome overhead for students and faculty alike. If, at any point, you have difficulty with this system, reach out to the graduate coordinator at...

Figure D.3.2 - Error screen if a user gives some sort of invalid input.

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The screenshot shows a 'Creation Success!' message box and a 'Current and Prospective Students' informational box. The success message contains a placeholder text block for the student and a 'Return' button. The informational box contains general text about the university's history and the purpose of the website.

Creation Success!

(TEXT FOR STUDENT)
Please check your email account to verify your account. Once you've done this, you will receive a prompt saying successful verification! You can then log in after.

Return

Current and Prospective Students

In its time, the University of Maine has housed many students, all with one or more Programs of Study. This website seeks to accommodate all such students' information to avoid the burdensome overhead for students and faculty alike. If, at any point, you have difficulty with this system, reach out to the graduate coordinator at...

Figure D.4.1 - Account Creation Success

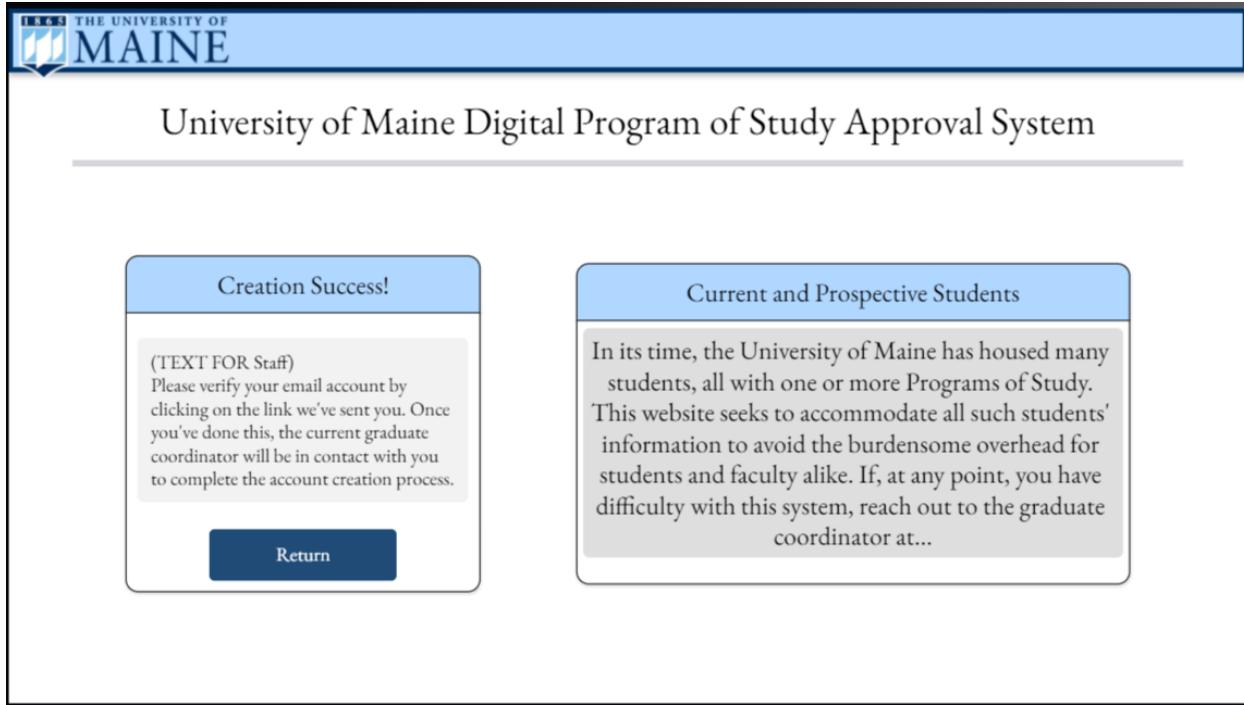


Figure D.4.2 - Account Creation Success (Employee)

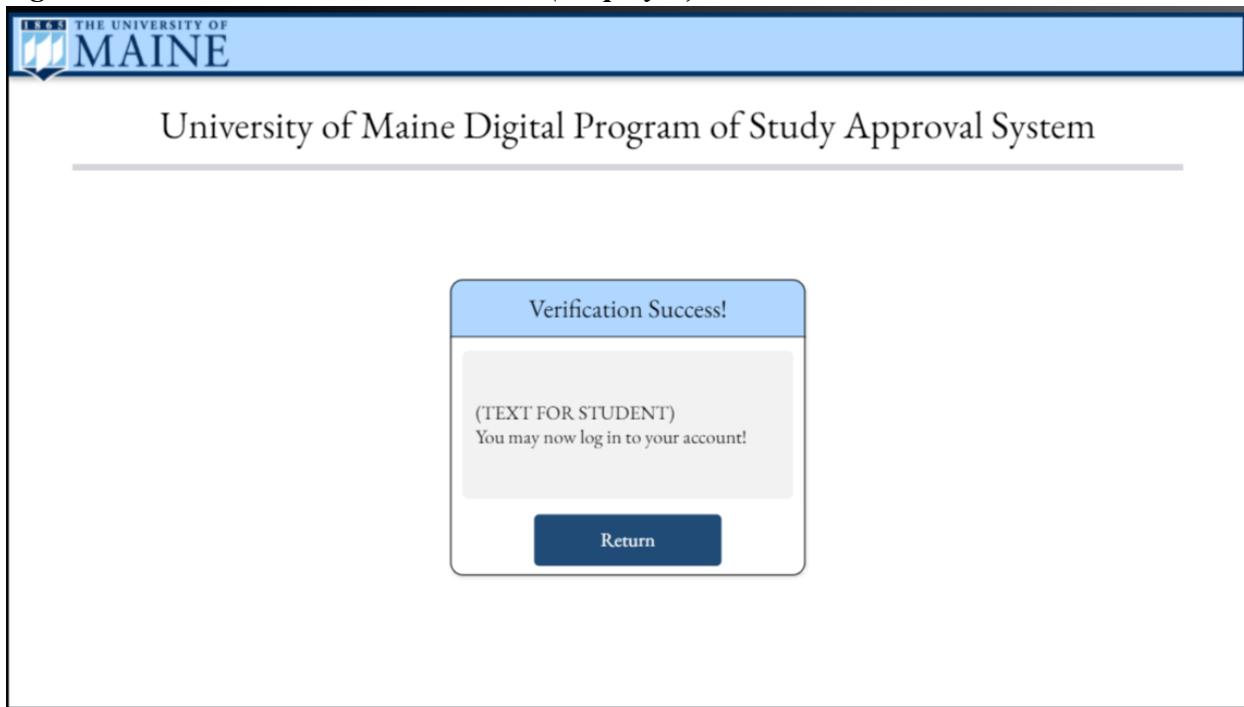


Figure D.5.1 - Account Verification Success

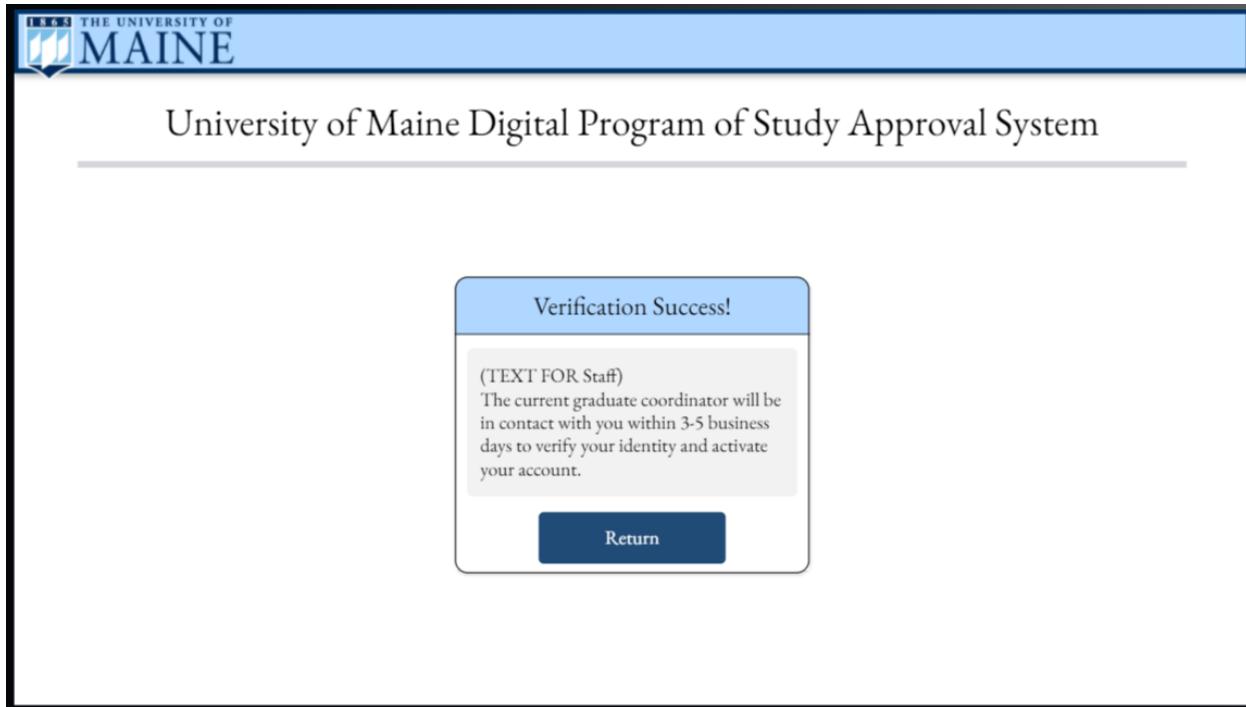


Figure D.5.2. - Account Verification Success (Employee)

The screenshot shows the main page of the University of Maine Digital Program of Study Approval System. At the top, there is a navigation bar with the University of Maine logo, a search bar labeled "Name Goes Here", a "Settings" icon, and a "Log Out" link. Below the navigation bar is the title "University of Maine Digital Program of Study Approval System".

The main content area features a table titled "Programs of Study (POS)". The table has columns for Type, Started, Submitted, Status, and Action. There are three rows of data:

Type	Started	Submitted	Status	Action
Master's Computational Science	12/1/2021	N/A	In Progress	Review Edit Send Reminders
Ph.D. Data Science	11/1/2021	11/14/2021	Approved	Review Edit Send Reminders
Graduate Credential Cybersecurity	11/18/2021	12/1/2021	Awaiting Review	Review Edit Send Reminders

At the bottom of the table is a "Create New POS" button with a plus sign icon.

Figure D.6.1.1 - Main Page that contains a student's POS's.

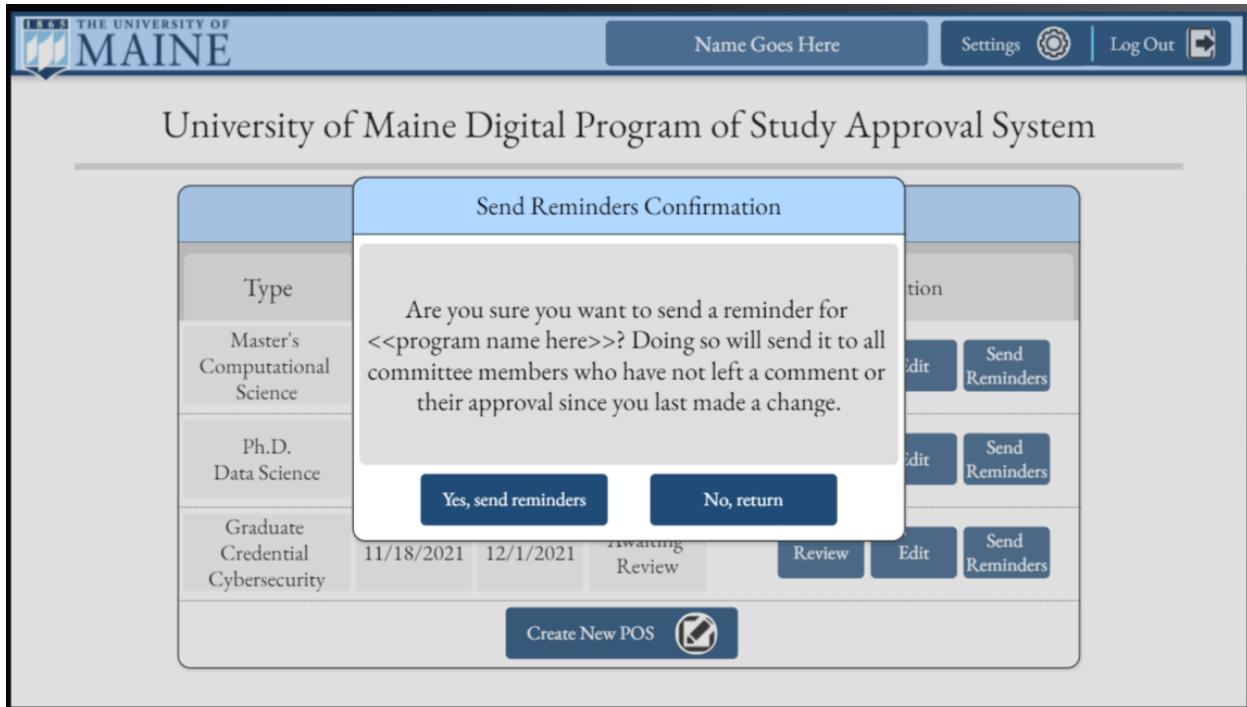


Figure D.6.2.1 - Main page that contains a notification for the user as they are about to send out a reminder to their committee.

Programs of Study (POS)						
Role	Type	Student	Started	Submitted	Status	Actions
Major Advisor	Master's Computational Science	In Progress	12/1/2021	N/A	In Progress	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>
Committee Member	Ph.D. Data Science	In Progress	11/1/2021	11/14/2021	Approved	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>
Major Advisor	Graduate Credential Cybersecurity	In Progress	11/18/2021	12/1/2021	Awaiting Review	<button>Review</button> <button>Edit</button> <button>Send Reminders</button>

Figure D.6.1.2 - Main page that contains POS's of students (Placeholder of "In Progress") for now that shows several student POS's that an employee has access to. Including the fact that edit buttons are not accessible in given circumstances. (Such as being a committee member or the POS still being in progress.)

Role	Type
Major Advisor	Master's Computation Science
Committee Member	Ph.D. Data Science
Major Advisor	Graduate Credential Cybersecurity

In Progress 11/18/2021 12/1/2021 awaiting Review

Send Reminders Confirmation

Are you sure you want to send a reminder for <>program name here>>? Doing so will send it to the student and all committee members who have not left a comment or their approval since a change was last made.

Actions

Row 1: Review, Edit, Send Reminders

Row 2: Review, Edit, Send Reminders

Row 3: Review, Edit, Send Reminders

Figure D.6.2.2 - Main page where the advisor/committee member is sending out a reminder.

Create a New Programs of Study (POS)

Please select a form:

- Doctoral Candidate Form
- Master's and C.A.S. or Ed.S. Candidate Form
- Graduate Certificate Form

Actions

Return to Home Continue

Figure D.7.1 - The page where an individual is taken to when they create a new POS. They can select several options and are brought to the respective forms from this page.



University of Maine Digital Program of Study Approval System

Create a New Programs of Study (POS) - Doctoral Candidate Form

Degree Sought: Ph.D. Ed.D. Field of Study: Today's Date: Date of Today:

Institutional Unit Requirements (Specify language and/or skill requirements and comprehensive examinations):

Responsible Conduct for Research Requirement Met: Yes No N/A Course Taken:

Human/Animal Subjects Review Committee Approval: Yes No N/A

Dissertation Topic:

Statement of the scope and proposed plan of treatment for the dissertation:

Advisory Committee

Position	Name	Email
Chair*	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 1	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 2	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 3	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Advisor 4	<input type="text" value="Name"/>	<input type="text" value="Email"/>
Graduate Coordinator*	<input type="text" value="Name"/>	<input type="text" value="Email"/>

Figure D.8.1 - Image of the creation Doctoral Candidate Form, the images for reviewing and editing this document are left out due to redundancy and the already large size of the image. The only difference is between this form and the review form is the lack of a “save” button on the review form.

The image shows a screenshot of the University of Maine Digital Program of Study Approval System. At the top, there is a header bar with the University of Maine logo, the text "Name Goes Here", "Settings", and "Log Out". Below the header, the main title is "University of Maine Digital Program of Study Approval System". The form is titled "Create a New Programs of Study (POS) - Master's and C.A.S. or Ed.S. Candidate Form".

Degree Sought: Master's Certificate of Advanced Study **Field of Study:** Example Field of Study

Thesis-based? Thesis Non-Thesis **Today's Date:** Date of Today

Program Requirements: Example Course

Responsible Conduct for Research Requirement Met: Yes No N/A **Course Taken:** Example Course

Human/Animal Subjects Review Committee Approval: Yes No N/A

Thesis Topic: Example Course

Statement of the scope and proposed plan of treatment for the thesis: Example Course

Advisory Committee:

Position	Name	Email
Chair*	<input type="text"/> Name	<input type="text"/> Email
Advisor 1	<input type="text"/> Name	<input type="text"/> Email
Advisor 2	<input type="text"/> Name	<input type="text"/> Email
Advisor 3	<input type="text"/> Name	<input type="text"/> Email
Advisor 4	<input type="text"/> Name	<input type="text"/> Email
Graduate Coordinator*	<input type="text"/> Name	<input type="text"/> Email

Buttons: Return to Previous Save Continue

Figure D.8.2 - Image of the creation Master's Candidate Form, the images for reviewing and editing this document are left out due to redundancy and the already large size of the image. The only difference is between this form and the review form is the lack of a "save" button on the review form.

The screenshot shows a web application interface for the University of Maine. At the top, there is a blue header bar with the University of Maine logo on the left, followed by a search bar containing the placeholder text "Name Goes Here". To the right of the search bar are links for "Settings" (with a gear icon), "Log Out" (with a log-out icon), and a "Print" icon.

The main content area has a light gray background. At the top of this area, the text "University of Maine Digital Program of Study Approval System" is centered. Below this, a blue header bar contains the title "Create a New Programs of Study (POS) - Graduate Certificate Form".

Below the title, there is a row of four buttons: "Graduate Certificate In", "Example Certificate", "Today's Date", and "Date of Today".

The main form area is titled "Advisory Committee". It contains two rows of input fields. The first row has three columns: "Position", "Name", and "Email". The second row has two columns: "Chair*" (which is marked with an asterisk) and "Name Email". Below these rows, there are three buttons: "Return to Previous", "Save", and "Continue".

Figure D.8.3 - Image of the creation Graduate Certificate Form, the images for reviewing and editing this document are left out due to redundancy and the already large size of the image. The only difference is between this form and the review form is the lack of a “save” button on the review form.

University of Maine Digital Program of Study Approval System

Create a New Programs of Study (POS) - Non-Grad Certificate Course Work

Course Work

List in chronological order all courses that fulfill the requirement for the degree attempting. This includes prerequisites and courses to be transferred in from another institution. Please be advised: only 400 level and above courses can be used toward a degree. When listing prerequisite or audit courses - enter 0 (zero) in the "Course Credits" field.

Course Type	Institution	Course Number	Course Title	Grade	Course Credits	Semester	Year
<Blank>	UMaine	INT 699	INT 699	A	3	Fall	2021
Add Another Row Remove Last Row							
UMaine Credits: #		Transfer Credits: #		Total Credits: #			
Return to Previous		Save		Continue			

Figure D.9.1 - This image depicts the layout of the text input fields for the non-graduate certificate programs (both of which have the same text fields). See above for prior comments on the reviewing and editing variants of this figure.

University of Maine Digital Program of Study Approval System

Create a New Programs of Study (POS) - Non-Grad Certificate Course Work

Course Work

List in chronological order all courses that fulfill the requirement for the certificate attempting.

Course Number	Course Title	Course Credits	Semester	Year
INT 699	INT 699	3	Fall	2021
Add Another Row Remove Last Row				
UMaine Credits: #	Transfer Credits: #	Total Credits: #		
Return to Previous Save Continue				

Figure D.9.2 - This image depicts the layout of the text input fields for the graduate certificate programs. See above for prior comments on the reviewing and editing variants of this figure.

The screenshot shows a web application interface for creating a new Program of Study (POS). At the top, there is a header bar with the University of Maine logo, a placeholder for 'Name Goes Here', and links for 'Settings' and 'Log Out'. Below the header, the title 'University of Maine Digital Program of Study Approval System' is displayed. A main content area has a blue header 'Create a New Programs of Study (POS)'. Underneath, a section titled 'Additional Comments' contains a placeholder text 'Comments go here...'. At the bottom of this section, there are four buttons: 'Return to Previous', 'Save', 'Save and Finish', and 'Save and Submit'.

Figure D.10.1 - This image depicts the ability for a student to leave a comment on a new program of study. That student then has the same options as outlined in figure 3.8.

The screenshot shows a web application interface for editing a Program of Study (POS). At the top, there is a header bar with the University of Maine logo, a placeholder for 'Name Goes Here', and links for 'Settings' and 'Log Out'. Below the header, the title 'University of Maine Digital Program of Study Approval System' is displayed. A main content area has a blue header 'Edit Programs of Study (POS)'. Underneath, a section titled 'Prior Comments' displays two comments from committee members: "'Comment #1' - Name of Committee Member, Date of Comment" and "'Comment #2' - Name of Committee Member, Date of Comment". Below these comments is a placeholder text 'Comments go here...'. At the bottom of this section, there is a button 'Submit New Comment'. At the very bottom of the page, there are four buttons: 'Return to Previous', 'Save', 'Save and Finish', and 'Save and Submit'.

Figure D.10.2 - This image depicts the ability for a student to leave comments as well as seeing comments from their committee members.

University of Maine Digital Program of Study Approval System

Review Programs of Study (POS)

Prior Comments

Here you can see any comments from your Committee Members, and they can see your comments as well. If you would like to add another comment, please do so at the bottom of the comment chain.

"Comment #1" - Name of Committee Member, Date of Comment

"Comment #2" - Name of Committee Member, Date of Comment

Comments go here...

[Submit New Comment](#)

[Return to Previous](#)

[Return to Home](#)

Figure D.10.3.1 - This image depicts the ability for a student to review the feedback that they have received from their committee members.



University of Maine Digital Program of Study Approval System

Review Programs of Study (POS)

Prior Comments

Here you can see any comments from all involved members, and they can see your comments as well.
If you would like to add another comment, please do so at the bottom of the comment chain.

"Comment #1" - Name of Committee Member, Date of Comment

"Comment #2" - Name of Committee Member, Date of Comment

Comments go here...

Submit New Comment

Return to Previous

Return to Home

Submit and Reject

Submit and Approve

Figure D.10.3.2 - This image depicts what a committee member sees after going through and reviewing a student's POS. They have a few separate options, but notably they have the ability to reject and approve the committee student's drafted POS. At the end of the day, only the graduate coordinator and the major advisor carry weight for this approval process. That doesn't mean that other committee members can't indicate how they feel about a specific proposal. By hitting "Submit and..." this submits the committee member's comment and approves or rejects the proposal of the student.

The image shows a screenshot of the University of Maine Digital Program of Study Approval System. At the top, there is a header bar with the University of Maine logo, a placeholder for 'Name Goes Here', a 'Settings' gear icon, and a 'Log Out' button. Below the header, the main title 'University of Maine Digital Program of Study Approval System' is displayed. The interface is divided into two main sections: 'Change Password' on the left and 'Account Information Setup' on the right.

Change Password

- Old Password
- New Password
- Verify Password

Account Information Setup

Please give your current address, if it changes during your time using this service, you can go into account settings to change it.

- First Name*
- Last Name*
- Phone Number +1(123)456-7890
- Street*
- City*
- State/Territory*
- Zip/Postal Code*
- Country*

Change Account Information

Figure D.11 - This image depicts the ability for a user to change their account information, should the need arise. The only things they cannot change are their employee ID (for relevant users) and email addresses.